



Procedure: Late withdrawal

Purpose

This procedure covers the process for administering applications for late withdrawal.

Procedure

Application

1. Applications for late withdrawal are to be submitted within 12 months of the date of withdrawal, or, within 12 months from the last day of teaching in the teaching period in which the course(s) was, or were to be undertaken. Only one application can be submitted per course.
2. Students submit applications for late withdrawal using the relevant Manage My Degree form in ISIS. Applications include both:
 - a. A written statement:
 - explaining the reason(s) for requesting a late withdrawal from the course(s); and
 - addressing criteria 3.a), 3.b) and 3.c) below; and
 - explaining why the course(s) were not dropped prior to census date.
 - b. Independent supporting documentation to support claims in the written statement.
3. Late withdrawal may be granted to students who encounter unavoidable and unexpected extenuating circumstances that impede their successful completion of a course where the circumstances occur or are exacerbated after the census date. Unavoidable and unexpected extenuating circumstances include those that:
 - a. **are beyond the student's control**; for example: a situation occurs which a reasonable person would consider is not due to the person's action or inaction, either direct or indirect and for which the person is not responsible. This situation must be unusual, uncommon or abnormal. A lack of knowledge of ANU administrative processes or how HECS-HELP or FEE-HELP work is not considered beyond a person's control.
 - b. **did not make their full impact until on or after the census date**; for example: the circumstances occurred:

- before the census date, but worsened after that day;
- before the census date, but the full effect or magnitude did not become apparent until on or after that day; or
- on or after the census date.

c. **made it impracticable to complete the course requirements;** for example:

- undertake the necessary private study required, attend sufficient lectures or tutorials or meet other compulsory attendance requirements to meet compulsory course requirements;
- complete the required assessable work;
- sit the required examinations; or
- complete any other course requirements.

4. Independent supporting documentation may include:

a. **For medical reasons:** a statement from a doctor stating:

- the date the medical condition began or changed; and
- how the condition affected the student's ability to study; and
- when it became apparent that the student could not continue with their studies.

b. **For family/personal reasons:** a statement from a doctor or counsellor stating:

- the date the personal circumstance began or changed; and
- how the student's circumstance affected their ability to study; and
- when it became apparent the student could not continue their studies.

c. **For employment-related reasons:** a letter from the student's employer stating:

- the student's previous work hours and location; and
- the student's current work hours and location; and
- the reason for changed hours and location.

d. **For course related reasons:** a statement from the student's College stating:

- that they have been disadvantaged by changed arrangements to their course; and
- that it was impossible for the student to undertake an alternative course.

5. The Division of Student Administration advises students if additional supporting documentation is required. Students provide additional supporting documentation as directed by the Division of Student Administration.
6. The Division of Student Administration notifies students of the outcome of a late withdrawal application within 28 business days of receipt of a completed application.

Refunds & HELP remissions

7. Students who paid their tuition fees upfront to the University and who have a late withdrawal application approved are eligible to apply for a refund in accordance with the Student refunds policy and procedure.
8. Domestic students who elect to defer their fees to their HELP loan and who have a late withdrawal application approved, will have the debt removed from their HELP loan. Advice of revised debts are submitted by the University to the Department of Education at scheduled times during the year. The management of this is then between the Department of Education and the Australian Taxation Office (ATO).

Appeals

9. Students may appeal a late withdrawal application decision by lodging a written appeal addressed to the Registrar, Division of Student Administration, outlining the grounds for the appeal and addressing the reason(s) for the decision not to approve the application.
10. Appeals are submitted to studentcentral.manager@anu.edu.au within 28 days of the date of the letter advising the outcome of the late withdrawal application.
11. The Registrar considers the request and advises the student of the outcome in writing.

Document information

Title	Late withdrawal
Document Type	Procedure
Document Number	ANUP_019608
Version	3
Purpose	The procedure covers the process for administering applications for late withdrawal.
Audience	Staff-Professional, Students
Category	Academic
Topic	Teaching & Learning
Subtopic	
Effective Date	9 Jan 2019
Review Date	20 Dec 2021
Responsible Officer	Registrar, Student Administration (registrar.student.administration@anu.edu.au)
Approved By	Vice-Chancellor (vc@anu.edu.au)
Contact Area	Division of Student Administration and Academic Services (policy.regs@anu.edu.au)
Authority	Education Services for Overseas Students Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018 Fees Rule 2017 Higher Education Support Act 2003
Printed On	18 Oct 2021

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